Help Grow a Communications Program and Contribute to Agency Operations



Project Title	Help Grow a Communications Program and Contribute to Agency Operations
Project Summary	Use your communication, writing, graphic design, and media skills to help a Regional Operations Office grow a communications program in our post-COVID virtual world. Our customers are DOL employees and we need help to distribute information that is clear, effective, and uses new formats.
Country	United States

Project Description

Our office provides vital services such as Finance, Human Resources, Information Technology, Security, Safety and Health, and Administrative Services to all DOL employees of the Western Region, across 16 different DOL agencies. We need help to develop internal communications strategies, frameworks, templates, and graphics to form the basis of an effective internal communications program. Now more than ever, communications in a virtual environment are becoming more important. An effective program will dictate how well we can reach our intended audiences and disseminate critical information. With your help, we'd like to explore the use of new tools like video to replace traditional in-person events while still having broad reach and appeal to employees. Any media or video-editing skills will be very valued. You will have the opportunity to learn all about the Department of Labor and various internal programs and agencies, as well as gain experience and insight into government agency operations. We are always looking for creative and innovative solutions, so your fresh input and ideas will be welcome!

Required Skills or Interests

Skill(s)
Analytical writing
Editing and proofreading
Graphic design
Marketing
Research
Storytelling/blogging/vlogging
Survey / polling design

Videography	
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Additional Information

Not all skills are necessary, but any exposure to communications and an interest in using various electronic media formats will be helpful. Fields of study or interest in any field of communications, public relations, marketing, or digital media would be a good fit.

Language Requirements

None